



Attaching Documents to a Saved FML Request

Step	Action
1.	<p>Enter your User ID and Password into the appropriate field.</p> <p>A user ID is comprised of the first letter of the learner's first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p> <p>Press [Enter].</p>
2.	<p>Click the Human Resources link. A new page or tab will populate.</p> <p>Human Resources</p>
3.	<p>Click the Main Menu link.</p> <p>Main Menu</p>
4.	Point to the Self Service menu.
5.	Point to the Leave of Absence menu.
6.	<p>Click the FMLA Leave Request menu.</p> <p>FMLA Leave Request</p>
7.	Review the Instructions for Using Family-Medical Leave (FML) and then scroll down to the bottom of this page and click the I Read button.
8.	<p>Click the I READ button.</p> <p>I READ</p>
9.	Select the FML Request you want to attach document(s) to. You can use the arrow buttons to page through multiple requests.



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10.	<p>Supporting documentation must be attached before we can make a determination on your FML Request.</p> <p>The next steps will show how to attach supporting documents. If you don't have the documentation you must Save and Submit now and add documentation within the <u>15 calendar day timeline</u>.</p> <p>Click the Add Attachment link.</p> <p>Add Attachment</p>
11.	<p>Click the Browse button.</p> <p>Browse...</p>
12.	<p>Double Click on the Document Link you want to attach.</p> <p>For this example, double-click the Certification of Health Care Provider_Employee list item.</p> <p>Certification of Health Care Provider_Employee</p>
13.	<p>Click the Upload button to attach the document.</p> <p>Upload</p>
14.	<p>Click the Save and Submit button.</p> <p>NOTE: Please delete any medical documentation that you have saved on a computer other than your personal computer once you have submitted your FML Request.</p> <p>Save and Submit</p>
15.	<p>After you have submitted the request you will want to print a copy for your records. Please record the FML Request ID number (e.g. 002).</p> <p>Click the Print button.</p> <p>Print</p>
16.	<p>You will notice that your FML Status will update once you Save and Submit.</p>
17.	<p>Click the Sign Out link.</p> <p>Sign ou</p>



Job Aid



Step	Action
18.	<p>Have Questions? Need More Help?</p> <p>Call the FML Helpline Toll Free (Outside Indianapolis) 1-(855)773-4647 (option 1) or within the Indianapolis area (317) 234-7955.</p> <p>End of Procedure.</p>